App. F. IX-4

1926.

File No. 53-26

Previous References (Gang)

Serial Nos. 3, 52
8 +

Later References P&E

preserve

General and Revenue Secretariat.

Serial Nos. Three

Part B for Sept 27

SUBJECT

System of office procedure -

To the Law Comm.
The Insp of Of

No G 3176-5 & 19.9.2

Issues Certain orders as regd to -

Assistant Secretary

19.9.27

Rr 6846 (1

Sams 53-26-3

EXTRACT II.

x x x x x

7. Examination of the system and office procedure in the offices of the Senior Surgeon, Sanitary Commissioner and the Inspector General of Prisons has been taken up.

The disposal Number System is introduced in the Offices of the Senior Surgeon and Sanitary Commissioner and there is the complaint that this system is too complicated to be correctly understood and worked by the staff in tracing previous papers. The staff is anxious to revert to the 'original 'From' and 'To' system unless some system equally simple can be thought of. Under the present conditions, arrear lists are not being prepared every month, the disposal lists have not been maintained properly in its 3 series and the periodical registers have not been maintained in the prescribed form. Instructions have been given in the matter of writing up the periodical register and this work has now been taken up by both the offices. The arrear lists are also being got prepared for the first time with the help of the current register and the actual papers on hand with the disposal clerk. Further examination of the condition of work will be -- perused. The imperfect state of the registers and records hinders rapid completion of audit work, as much time is being spent in instructing the staff in the correct manner of maintaining the registers etc., under the system and in getting the work actually done by them in essential matters.

x x x x x x

(1) Dewan's orders dated 26th January 1927 on the Progress Report of the Inspector of Office Systems and Officer in charge of Revenue Audit for the 2 fortnights ending 15th January 1927.

"Extracts relating to their respective departments may be sent to the Members of Council for such action as they may consider necessary"

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(4) Extract II may be sent to the G.M.Branch for needful action.

Id/-
12-2-27

Yes.
Id/- V.V.

General and Revenue Secretariat

File No. 53 of 1926

Serial No.

Subd for perusal with refce to para 1 above. A draft proceeding a copy of the extract to the Sanitary Comr for favour of remarks if any.

Sd/- [illegible]
11/3/27

4 For perusal before issue
25/2

Gen. Secy)
RB 26/-
Jones

4 To the Sanitary Commissioner.
in 4. 9846 & 7. 2. 27
Forwards for opinion an extract from the report of the Inspector of Office Systems.

Sd/- [illegible]
9/3/27
5

From the Sanitary Comr
No C-723-2 & 15-8-1927
States that it is desirable to simplify the existing procedure in this office & that the modified disposal number may be introduced in the office & the auditor send practical instructions to the staff.
Subd- The Inspector of Offices may be consulted if appd.
Secy
8/3/27 RB

4/2/27

NOTE—Contn. Sheet

1206

(3

App. F. III—2]

General and Revenue Secretariat.

File No. San 15 of 192

Serial No.

9/ The Senior Surgeon's proposal may be accepted. He means: the simplified system of office procedure may be introduced in place of the Disposal Number System. This is what I recommended in my submissi note on the result of examination of the work in his office. (Vide extract from the submission note below.).

42

10/ " The simplified system of correspondence according to which the case workers will be required to maintain the current registers may, with advantage, be introduced with effect from the next official year."

4
27/10/27

11/ Mayh appd
RB
1/9
VS 1/9

First member

1819/29

11/ [illegible]
3/9
RB
3/9

13/ wrote VS 3/9

14/ Draft submitted
Dm 1/9/27
11/9/27

15/ please type
VS 1/9

16/ Typed draft submitted
Dm
1/9/27

17/ Fair and renewal copies
Sheey

988
RB
13/9

VS
1/9

NOTE—Contn. sheet.

WD 0324—GPB—60,000—24-5-27

App. F. III—2]

General and Revenue Secretariat. Sans File No. 53 of 192 6.

Serial No.	
6	To ye Sans Commr ye Inspector 2 Offices Systems No 9 3174-5 dt 19.9.27 Directs that ye simplifi System 2 correspondence accord to which ye case workers are 2 maintain current registers m be extended to ye Offices Sans Commr also are

B Gupta
for
22/9/27

NOTE—Contn. sheet.

WD 0324—GPB—60,000—24-5-27

APP, F. VI. Gl.]

(5.

SUBJECT.....

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Section Law

File No. 53-26

Serial No. 4

No. G 9846/Ed/1

Diary No. of letter replied to 6866

General and Revenue Secretariat

( )

the *192*

Date of issue 7.3.27

Signed by Mr. M-S

To The Sanitary Commr

Sir,

I am directed to forward herewith for favour ~~of expressing~~ your opinion ~~as to the~~ ~~liability~~, an extract from the report of the Inspector of Post Offices ~~about~~ on the result of the examination of ~~your office~~, the Superintendent of Post Offices proceedure in your office

I have the

RB
28/2

Yours faithfully

List of enclosures.....

Copied by.....

28/2.

Examined by.....

Jam
28/2/27

over.

WD 01265—GPB—31,000—24-12-25

Gen 1266 C 6

Department of Public Health in Mysore.

No. C 7.23-2

Enc.....

Office of the Sanitary Commissioner
with the Government of Mysore,

Bangalore, dated the 15th Aug. 1927.

Sans 5-3-26-5

From

B. Mahomed Usmon, Esq., L.M. & S.,
Sanitary Commissioner in Mysore, Bangalore.

To

R. Ranga Rao, Esq., B.A.,B.L.,
General Secretary to Government, Bangalore.

Sir,

With reference to your letter No. G.9846/San. dated the 9th March 1927 forwarding for my opinion an extract from the note by the Inspector of Office Systems on the result of the examination of the system of office procedure in my office, I have the honor to state that it appears to me desirable to further simplify the existing prescribed procedure so as to reduce the work in connection with the maintenance of disposal lists and also to facilitate the arrangement of records not only in the order and series of disposals but also according to subjects. I understand that a modified disposal number system has recently been introduced into some offices and I think it might advantageously be extended to my office also. I believe that all essential items of procedure such as the preparation and scrutiny of arrear lists &c., have been provided in this modified system. If Government approve of my suggestion, it would be convenient if the Auditor is kind deputed to this office to give practical instructions to the staff for a day or two in regard to the new system.

I have the honor to be,
Sir,
Your most obedient servant,

Sanitary Commissioner, M.G.

A.R.M.

(8

~~may be introduced into his office also~~ in his office also; The Inspector of Office Systems is agreeable to the ~~proposal~~ suggestion.

2. Government are accordingly pleased to direct that the simplified system of correspondence according to which the case workers ~~will be requested~~ are to maintain current registers, may be extended to the Sanitary Commissioner's ~~office~~ office also. The Inspector of Office Systems is requested to depute the Auditor - of his office to the Sanitary Commissioner's Office to give practical instructions to the staff in regard to the actual working of the new system.

GENERAL SECRETARY TO GOVERNMENT.

To

The Sanitary Commissioner in Mysore.

The Inspector of Office Systems in Mysore

E.W.M.